

**Town of Webster
Office of Select Board
945 Battle Street
Webster, NH 03303
Final Minutes – July 5, 2016
Approved July 18, 2016**

Staff Present: Bruce Johnson, Nanci Schofield, Wendy Pinkham, Phil Mitchell, Emmett Bean and Leslie Palmer

Chairman Johnson opened the work session at 4:02 PM.

At 4:04 PM, Selectwoman Schofield requested to go into Non-Public Session under RSA 91-A:3 IIb, to discuss “the hiring of any person as a public employee.” Chairman Johnson seconded the motion. Roll call was taken, Chairman Johnson – yes, Selectwoman Schofield – yes.

A motion was made by Chairman Johnson to come out of Non-Public Session at 4:17 PM and Selectwoman Schofield seconded. All in favor the motion was approved.

The Board signed the following for Administrative Assistant Leslie Palmer:

- Chairman Johnson moved to accept the 06/06/2016 Select Board minutes as amended to include the words “per year” in the sentence “has the potential to save the Town \$14,400 *per year* over 10 years.” Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to accept the 06/06/2016 Select Board Non-Public minutes as written. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to accept the 06/20/2016 Select Board minutes as written. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to accept the 06/23/2016 Select Board minutes as written. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to accept the 06/24/2016 Select Board minutes as written. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to accept the 06/24/2016 Select Board Non-Public minutes as written. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to accept the 06/23/2016 Sealed Select Board Non-Public minutes as written. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to request the Trustees of Trust Funds issue a check in the amount of \$1,350.00 payable to Mr. Gee’s Tire Corp, from the Fire Department Equipment Expendable Trust Fund to pay for tires for the ambulance. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to request the Trustees of Trust Funds issue a check in the amount of \$650.00, payable to Atlantic Tactical, from the Police Equipment Capital Reserve Fund to pay for a ballistic vest. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to request the Trustees of Trust Funds issue a check in the amount of \$189.25, payable to Bergeron Protective Clothing, from the Fire Department Bunker Gear Capital Reserve Fund to pay for 3 “Pro-Tech Fusion Structural Short Cuff”. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to grant permission to Webster Youth Soccer to hang temporary sponsorship signs at the field during soccer seasons. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- The Select Board approved the terms of the Emergency Management Performance Grant to update the Town’s Local Emergency Operations Plan:

Board Motion: Chairman Johnson moved to accept the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$6,000 to update the Town's Local Emergency Operations Plan (LEOP). The Select Board acknowledges that the total cost of this project will be \$12,000, in which the Town will be responsible for a 50% match (\$6,000). Further, the Board authorizes the Administrative Assistant to sign all documents related to the grant. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

- In order to better measure progress, the Administrative Assistant will add "action items" to the end of meeting minutes to be reviewed at each Board meeting.
- Tom Harrington asked if the Town was accepting bids for the proposed solar panels being discussed. Chairman Johnson confirmed that the Energy Committee already received and evaluated proposals and is choosing Granite State Solar to provide a quote to the town. Bids will not be taken.

The Board signed the following for Financial Administrator Wendy Pinkham:

- The Select Board signed the payroll and accounts payable manifests, a timber bill and four forest fire bills.

Budget Work Session

The Select Board reviewed the budget to date with the Financial Administrator and Administrative Assistant.

Road Agent Emmett Bean reported that work on General Stark Dr. is almost complete. Abutters will be reminded that now that portion of the road has been upgraded to Class V status, that they cannot do work on the road, nor plow snow across the road. The assessor will also be notified of the upgrade.

At 5:20 PM, Chairman Johnson requested to go into Non-Public Session under RSA 91-A:3 IIa, to discuss "the dismissal, promotion, or compensation of any public employee.." Chairman Johnson seconded the motion. Roll call was taken, Chairman Johnson – yes, Selectwoman Schofield – yes.

A motion was made by Chairman Johnson to come out of Non-Public Session at 5:59 PM and Selectwoman Schofield seconded. All in favor the motion was approved.

A motion was made by Chairman Johnson to seal the 2nd Non-Public Session Minutes. Selectwoman Schofield seconded the motion. Roll call was taken, Chairman Johnson – yes, Selectwoman Schofield – yes.

Chairman Johnson announced that the Road Agent Contract has been signed.

Fire Chief Emmett Bean presented or advised the Board of the following:

- 95 calls year to date; Fire Chief Bean noted that the department had 158 calls in 2015 and halfway through 2016, the department has already received 95 calls.
- After reviewing the Public Safety Building Generator contract, which would be cost \$1,100, Fire Chief Bean recommended that the generator be maintained in-house by staff already experienced in performing the maintenance. It would cost approximately \$200 for oil and filters; the \$900 savings could be invested elsewhere. He suggested replacing lightbulbs with more energy efficient ones to reduce electricity costs. Deputy Chief Dubuc will look into the cost of LEDs.
- Fire chief Bean advised that he has ordered 5 batteries for the portable radios that are 10 years old for \$118 each from Ossipee Mountain. He will order another five at a later date.

Road Agent Emmett Bean presented or advised the Board of the following:

- Road work continues on Rumford Dr. and work on Gerrish Rd. will begin tomorrow, Wednesday, July 6th.

Interim Police Chief Phil Mitchell presented or advised the Board of the following:

- 103 calls for service in the last two weeks.
- Interim Chief Mitchell has spoken with a Police Officer in another Town who is interested in working for Webster part time but that the Officer needs to first speak with his boss to see if it's allowed.
- 35 dog summons were issued; everyone on the list has been contacted.
- Selectwoman Schofield confirmed that from this point forward, Police Officer vacation time will accrue accurately. Any time inaccurately accrued does not have to be paid back.
- Police were called out twice in the last two weeks.
- TDS will complete the installation of fiber optic cable on Thursday, July 7th. The salesmen asked if the training room could be available for TDS to hold an informational meeting in the future. Chairman Johnson suggested that they contact Administrative Assistant Palmer to schedule use the Town Hall.
- Interim Chief Mitchell commented that the landscaping around the Public Safety building looks nice; Fire Chief Bean confirmed that there was no cost to the Town to do the work.
- Selectwoman Schofield asked Interim Chief Mitchell if he would be publishing a reminder in the Grapevine to residents not to let their dogs run loose. She reported that she has received several complaints from Pillsbury Lake residents that dogs are running loose. Interim Chief Mitchell said that he would publish the reminder but noted that the Police Department can't respond to complaints made on Facebook; residents should call the Police Department directly.

Chairman Johnson provided Selectwoman Schofield with a copy of a Floor Policy Proposal he drafted regarding financing and property tax relief. He will send it to NHMA prior to the due date of August 12th.

Action Items:

- Leslie will look into the creation of a revolving fund for Police Special Details
- Wendy will pay the Emergency Management Director ½ his stipend
- Leslie will contact the assessor about the General Stark Dr. upgrade
- Leslie will contact the Hopkinton Town Administrator for feedback on the letter Webster drafted regarding cost sharing at the Transfer Station
- Leslie will draft a letter to General Stark Dr. abutters about the road upgrade
- Phil will draft reminder notice for the Grapevine
- Bruce will send the Floor Policy Proposal to NHMA
- Leslie will submit EMPG grant agreement to NH Department of Homeland Security and Emergency Management
- Leslie will contact Tom Harrington about the solar panel proposal
- Mike will update the Personnel Policy

At 6:18 PM, Chairman Johnson made a motion to adjourn; seconded by Selectwoman Schofield and approved.

Respectfully Submitted, Leslie M. Palmer